Adding Carryover, Additional Annual Leave/Bank Holidays or Purchased Leave

NB. If adding Purchased Leave the employee must be on an April renewal month. Log a ticket with the ICT Service Desk if the employee is not already on April renewal.



**Step 1** – open Direct Time and select Personnel from the left hand column:

**Step 2** – search for the employee using the Find button and then click on the icon labelled 31:

Personnel	mmary	4.		
Employee ID: 1097	Firstname: ICT	Last name: test record	•	
- General	Ceneral (Essentia	al)		
<ul> <li>Central</li> <li>Personal</li> <li>Contact Details</li> <li>Groupings</li> <li>Job Specification</li> <li>Bank Details</li> <li>Units Details</li> <li>Units Details</li> <li>User Defined Fields</li> <li>Documents</li> <li>Notepad</li> <li>Personal Information Portal</li> <li>Vehicle</li> <li>Health</li> <li>Appraisal</li> <li>Working Time Regulations</li> <li>Miscellaneous</li> </ul>	Employer ID: Badge: Payroll: GPS IMEI: Known as: Biometric data: Date started with company. Badge activation: Current job: Person status: Absence entitlement policy: Period schedule: Terminal policy: Email policy: Remuneration policy Cost centre (default): Flexitime closing ball	1097 2142 ict test record Finger Print Cother Remove Finger Print Cother Finger Print Cother Remove Finger P	s) V Remove 'Years Service' from Agenda • • • • • • • • • • • • • • • • • • •	To select a photo use right mouse click on the box.
Add Edit	Delete <u>F</u> ind	<u>R</u> efresh <u>Preview</u> Copy	Close	
Kecord 472 of 1628				► FI

Step 3 – Ensure the correct annual leave year is highlighted and click on the icon next to the Credit section:

Detion	Absence Entitler	nent					
Calendar Entitlements	Entitlement policy:	VOG - Gra	ade G+ 37hr/wk 2	7/32 day	32 days 📼		
	Absence period:	From			То	Year Service	•
		Sat 01 De	ecember 2018		Sat 30 November 2019	17	
		Fri 01 De	cember 2017		Fri 30 November 2018	16	Ξ
		Thu 01 December 2016 Tue 01 December 2015			Thu 30 November 2017	15	
					Wed 30 November 2016	14	
		Mon 01 E	ecember 2014)		Mon 30 November 2015	13	
		Sun 01 D	ecember 2013		Sun 30 November 2014	12	
		Sat 01 De	ecember 2012		Sat 30 November 2013	11	
		Thu 01 D	ecember 2011		Fri 30 November 2012	10	
		Wed 01 f	December 2010		Wed 30 November 2011	q	
	Category:	Holiday			▼		
			Dav				
	Period allowance:		32				
	Allowance: Carry over:		32				
			5	7			
	Credit		0 🤇				
	Total entitlement:		37				
		of undod):	0 6				
	Absence worked (retunded):		0				
	Absence planned:		0				
	Absence plannea.		0				
	Remaining entitlem	ent	37				
Find Befres	h Preview	Clos	e				
			-				

**Step 4** – Right click in the white area and select New:

Absence Entitle	ment Credits	OL Seats & Pro-	- 112 -			
Employee ID: 4803	First name	: Laura		Lastname: Eddins	<b>•</b>	
Category Δ						4
Date 🗸	Category ∆	Credit (Day Cre	dit (Hours a	nd Mi Memo	Authorisation Finali	
Thu 12/02/2015	Holiday	-20.5 0:00	)	Initial setup correction	Approved True	
			Ð	New		
				<u>A</u> mend		
			0	<u>D</u> elete		
				<u>V</u> iew details		
			8	Print pre <u>v</u> iew		
			, 🚍 ,	Print		
				Reset arid		
			12	Repergina		
1						
Close						

**Step 5** – Enter the amount of days to be credited in the Credit box using the following format i.e. (3.00). Enter a note on what is being credited in the Memo section including your initials and date. Select Approved and Finalised then Update:

Absenc	e Entitlement Credit - (New)	X
Overview For a credi	it to be calculated it must be approved and finalis	ed.
Settings		
Date:	Thu 29 Mar 2018 🔍	
Category:	Holiday	•
Credit:	3.00 ay)	
Memo: Added 3 d	lays carry over leave AJP 03.04.18	*
		Ŧ
, Authorisat	ion	
Authorised	l by:	
Authorisati	on status: C Awaiting decision 🔽 Finalise Approved C Declined	d
Cance	I	date

Step 6 - Click Close

Employee ID: 4803 First name: Laura Last name: Eddins	Absence Entitler	ment Credits	10-limite (r.)	Prove 2020 dates				
Category △       Credit (DayCredit (Hours and Mi       Memo       Authorisation       Finali         □ Holiday	Employee ID: 4803	First name	Laura	Lastr	ame: Eddins	<b>•</b>		
Category Δ Credit (DayCredit (Hours and Mi Memo Authorisation Finali Finali Finali Finali Finali								
Date or       Category Δ       Credit (Day] Credit (Hours and Mi       Memo       Authorisation       Finali         Holiday       Image: Authorization of the second se	Category Δ		i	1	1	1		
Thu 12/02/2015 Holiday -20.5 0.00 Initial setup correction Approved True	Date ⊽	Category Δ	Credit (Day	Credit (Hours and Mi	Memo	Authorisation	Finali	
	Thu 12/02/2015	Holiday	-20.5	0:00	Initial setup correction	Approved	True	
Close	Close							

Option	Absence Entitler	nent					
Entitlements	Entitlement policy:	<b></b>	<b></b>				
	Absence period:	From			То	Year Service	•
		Sat 01 D				17	
		Fri 01 December 2017			Fri 30 November 2018	16	=
		Thu 01 D	ecember 2016		Thu 30 November 2017	15	
		Tue 01 D	ecember 2015)		Wed 30 November 2016	14	
		Mon 01 D	December 2014		Mon 30 November 2015	13	
		Sun 01 D	ecember 2013		Sun 30 November 2014	12	
		Sat 01 D	ecember 2012		Sat 30 November 2013	11	
		Thu 01 December 2011			Fri 30 November 2012	10	
		Wed 01 December 2010		1	Wed 30 November 2011	q	Ŧ
	Category:	Holiday			▼		
		Day					
	Period allowance:		32				
	Allowance:		32				
	Carry over:		5				
	Credit:	redit		<b></b>			
	Total entitlement:		37				
	Absence worked (refunded):		0				
			0	ă			
	Absence laken.		0	<u> </u>			
	Absence planneu.		0				
	Remaining entitlem	ient:	37				

Step 7 – Check that the additional leave	e has been credited to the	Total Entitlement and click
Close:		